

CITY OF RICHARDSON
EMPLOYEE COMMENTS TO THE CIVIL SERVICE BOARD
ON PROPOSED RULE CHANGES

POLICY:

The City desires to maintain a policy of being open to employees, but does not wish to get the Civil Service Board involved in departmental management matters beyond the established procedures for hearings. Employees may address the Civil Service Board **on proposed Civil Service Rule changes, additions, and/or deletions** only.

PROCEDURE:

Employees may appear before the Board and comment on proposed Civil Service Rule changes, additions, and/or deletions, ***after having the appropriate discussions within the chains of command in their departments.*** As always, such matters are published on the Board's Agenda at least 72 hours before the meeting.

Employees must advise the Human Resources office that they wish to appear and comment at the next Civil Service Board meeting; this must be done at least ***by 5 p.m. on the workday preceding the day of the meeting (e.g. by 5 p.m. on Monday for a meeting on Tuesday night).*** ***Employees may come in and sign up to comment, or they may call H.R. to be added to the sign-up roster.*** Sign up shall include the employee's name, position title, department name, and **include the proposed Rule change they wish to comment on** (to prevent confusion in the event of several Rule changes on the Agenda). ***Employees who sign up to speak will be advised of the 3 minute time limit per employee, and the total 30 minute limitation for comments (per Rule change proposed). Employees will sign up (or call in) for themselves only.***

*Employees will speak on their own behalf when addressing **comments on Rule proposals** to the Board. **Attorneys, spouses, significant others, and family members do not have standing to comment on Rule proposals.***

During a meeting, when a proposed Civil Service Rule change, addition, and/or deletion is on the Board's Agenda for consideration:

- The Assistant Director or Director of Human Resources will present information concerning the proposal, pertinent background, etc. as is currently done;
- The Chair (or acting Chair) of the Board will ask the Assistant Director or Director of Human Resources if there are employees who have signed up to comment on the proposed Rule change. The sign up roster will be given to the

- Chair, who will call upon employees in the order listed on the roster. The Chair will have the discretion to limit both the number of speakers and the duration to 3 minutes each, in order to hold the comment period to a maximum of 30 minutes (per proposed Rule change); the Board expects that employees wishing to comment will have previously discussed their issues within their departmental chains of command, including discussion with their Department Head. The Board does not wish to hear comments that have not been so addressed. The Chair (or acting Chair) will ask both employees and departmental representatives who are present to verify that those discussions have taken place before continuing further. If such discussions have not been held, the Chair will inquire as to the reasons, and depending upon the reasons, may elect to continue the proposed Rule change to a future meeting's Agenda.
- Following employee comments, the Chair will ask for Board Members' comments and questions. The Board may choose to ask for more information from the Assistant Director and/or the Director of Human Resources, and/or departmental management before calling for a motion on the matter. When questions have been addressed to the Board's satisfaction, the vote will be called. If questions are not answered to the Board's satisfaction in the current meeting, the Rule proposal may be continued to a subsequent meeting's Agenda for further action. As always, the Board has the right to convene in Executive Session to confer with the Board's Counsel for legal advice when appropriate.